

30 June 1975

CAREER MANAGEMENT OFFICE, OFFICE OF PERSONNEL
RECORDS DESTROYED DURING 1973

Soft Files -- These files contain copies of personnel actions, biographic profiles, training requests, fitness reports, etc. Destroyed upon separation of employee or forwarded to gaining Career Service.

CMO Chrono -- Copies of memos relating to career development, etc. of MP Careerists. Destroyed when two years old or no longer needed.

Training Chrono -- Copies of memos relating to internal and external training requirements and requests and/or nominations for MP Careerists. Destroy when two years old or no longer needed.

Biographic Profiles and extra copies of materials used for promotion and ranking by the Board and Panels. Destroy when no longer needed for current reference.

Machine Listings -- Date of grade, contract information, fitness report rosters, etc. Destroy when no longer valid.

Retirement Affairs Division
Records Destroyed in 1973

1. Cards (records) of requests from external prospective employers for verification of employment information on EEAB's clients. These cards were two years old in 1973.
2. Individual files on pre-retirement sessions with employees, which were 18 months old in 1973.
3. External placement client files on persons whose cases had been closed for two years by 1973.
4. Chronos that were two years old in 1973.

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM	
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OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	Director of Personnel 5E 58 Hqs	18 JUN 1975	M
2	DDP/IS	19	J
3	Admin. - Solid Info		
4	Copies to the 3 DD/Per		
5			
6			

ACTION	DIRECT REPLY	PREPARE REPLY
APPROVAL	DISPATCH	RECOMMENDATION
COMMENT	FILE	RETURN
CONCURRENCE	INFORMATION	SIGNATURE

Remarks:

Attached is the format to be employed in future responses to the Committees.



John N. McMahon

Copies sent to 3 DD/Per's

Att: DD/A 75-2862

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.	DATE
Associate Deputy Director for Administration, 7D 26 Hqs.	18 Jun 75
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